

COMPLIANCE CHECKLIST

► Emergency Service

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Health Care Facilities, 2006 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code (2000) and applicable related standards contained in the appendices of the Code.
- State Building Code (780 CMR).
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board Regulations (521 CMR).
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following symbols, unless otherwise directed. If an entire Checklist section is not affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) before the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two symbols separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

<p>X = Requirement is met, for new space, for renovated space, or for existing support space for an expanded service.</p> <p>E = Requirement relative to an existing suite or area that has been <i>licensed</i> for its designated function, is <i>not affected</i> by the construction project and <i>does not pertain to a required support space</i> for the specific service affected by the project.</p>	<p><input checked="" type="checkbox"/> = Check box under section titles or individual requirements lines for optional services or functions that are not included in the health care facility.</p> <p>W = Waiver requested for Guidelines, Regulation or Policy, where hardship in meeting requirement can be proven (please complete Waiver Form for each waiver request, attach 8½" x 11" plan & list the requirement reference # on the affidavit).</p>
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3. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. Section **2.1-10** of the Guidelines must be used for project compliance with all MEP requirements and for waiver references.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Text items preceded by bullets (▪), if included, refer to the recommendations of the Appendices of the Guidelines, and are DPH recommendations only. No symbol is expected for these items.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.
7. Reference to a requirement from the AIA Guidelines in any waiver request must include the chapter number (e.g. "**2.1-**") and the specific section number.

Facility Name:

DoN Project Number: (if applicable)

Facility Address:

Satellite Name: (if applicable)

Building/Floor Location:

Satellite Address: (if applicable)

Submission Dates:

Project Description:

Initial Date:

Revision Date:

Note: All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.

2.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**REQUIRED ON-SITE ACUTE SUPPORT SERVICES

- ☐ Inpatient medical/surgical nursing unit
- ☐ Critical care unit
- ☐ Laboratory
 - ☐ equipped for blood gas analysis
 - ☐ equipped for routine hematology & chemistry
- ☐ Radiology suite
- ☐ Surgical suite
 - ☐ located for immediate access
- ☐ Post-anesthesia care unit
- ☐ Blood bank

5.1.2**INITIAL EMERGENCY MANAGEMENT**

- ☐ check if service not included in department, only if hospital provides Definitive Emergency Care (see 5.1.3 on Page 3)

5.1.2.2

- ☐ Well marked entrance at grade level
 - ☐ covered access from vehicle drop-off

☐ Outdoor lighting**5.1.2.3**

- ☐ Reception, triage & control station
 - ☐ located for control of access to treatment area, pedestrian & ambulance entrances and waiting area

☐ Communication system**5.1.2.5**

- ☐ Treatment Room

(1)(a)

- ☐ single-bed min. 120 sf

☐ Handwashing station

(1)(b)

- ☐ multibed min. 80 sf per patient cubicle
 - ☐ cubicle curtains for privacy
 - ☐ work counter, writing counter, cabinets
 - ☐ medication storage

☐ Vent. min. 6 air ch./hr☐ 1 OX, 1 VAC per bed☐ Exam light☐ 6 elec. duplex recept. per bed☐ Staff emerg. assistance station☐ Emergency lighting**5.1.2.6**

- ☐ Airborne infection isolation room

3.2.2.3

- ☐ single occupancy

5.1.3.7(1)

- ☐ min. 120 sf
 - ☐ work counter, writing counter, cabinets
 - ☐ supply storage facilities
 - ☐ vision panel in or adjacent to the door

☐ Handwashing station**8.2.3.4(3)**

- ☐ monolithic ceiling **or** ☐ washable clipped-down ceiling tiles

☐ Mech. ventilation (Table 2.1-2):☐ vent. negative to corridor☐ min. 12 air ch./hr (exhaust)☐ visual monitoring of room pressure & airflow direction**3.2.2.4(2)**

- ☐ door self-closing

☐ 1 OX, 1 VAC, 1 MA per bed☐ Exam light☐ 6 electrical duplex receptacles☐ Staff emerg. assistance station☐ Emergency lighting**5.1.2.7**

- ☐ Storage for emergency supplies, equipment & medication
 - ☐ under staff control
 - ☐ out of traffic

5.1.2.8

- ☐ Waiting room
- ☐ Public toilet

☐ Telephone☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)**5.1.2.9**

- ☐ Patient toilet room
 - ☐ convenient to treatment rooms

☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)

2.1- ARCHITECTURAL REQUIREMENTS**5.1.3****DEFINITIVE EMERGENCY CARE**

- ☐ check if hospital is not equipped for Definitive Emergency Care (see 5.1.2 on Page 2)

ACCESS**5.1.3.2**

- ☐ Paved emergency vehicle access
☐ Temporary parking convenient to walk-in entrance

5.1.3.3

- ☐ Well marked entrances at grade level
☐ Covered access from vehicle drop-off
☐ Direct access from public roads

5.1.3.4**RECEPTION, TRIAGE & CONTROL STATION**

- ☐ located for control of access to treatment area, walk-in patients entrance, ambulance entrance & waiting area

5.1.3.5**COMMUNICATION CENTER**

- ☐ convenient to nurses station

5.1.3.6**PUBLIC WAITING AREA**

- ☐ Public toilet room

- ☐ drinking fountain
☐ public telephone

5.1.3.7(1)**EXAM/TREATMENT AREAS**

- ☐ Private exam/treatment room
☐ min. 120 sf (exclusive of fixed casework)
☐ work counter, writing counter, cabinets
☐ supply storage facilities
☐ vision panel in or adjacent to the door

- ☐ at least one private OB/GYN room
☐ bed faces away from door

5.1.3.7(1)**Private exam/treatment bay (solid enclosure on 3 sides)**

- ☐ check if service not included in department
☐ min. 120 sf (exclusive of fixed casework)
☐ work counter, writing counter, cabinets
☐ supply storage facilities
☐ vision panel in or adjacent to the door

- ☐ at least one private OB/GYN room
☐ bed faces away from door

(d)**Exam/treatment cubicle (no solid enclosure)**

- ☐ check if service not included in department
☐ min. 80 sf per patient bed area
☐ cubicle curtains for privacy

(b)

- ☐ work counter, writing counter, cabinets
☐ supply storage facilities

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****Outdoor lighting**

- ☐ Convenient access to handwashing station (Policy)
☐ Vent. min. 12 air ch./hr (exhaust)
☐ 1 OX, 1 VAC per station

- ☐ Telephone
☐ Radio communication
☐ Intercom system
☐ Vent. min. 12 air ch./hr (exhaust)
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Handwashing station
☐ Vent. min. 6 air ch./hr
☐ 1 OX, 1 VAC, 1 MA per bed
☐ Exam light
☐ 6 elec. duplex recept. per bed
☐ Staff emerg. assistance station
☐ Emergency lighting

- ☐ Handwashing station for each 4 patient cubicles
☐ Vent. min. 6 air ch./hr
☐ 1 OX, 1 VAC, 1 MA per bed
☐ Exam light
☐ 6 elec. duplex recept. per bed
☐ Staff emerg. assistance station
☐ Emergency lighting
☐ Handwashing station for each 4 patient cubicles
☐ Vent. min. 6 air ch./hr
☐ 1 OX, 1 VAC, 1 MA per bed
☐ Exam light
☐ 6 elec. duplex recept. per bed
☐ Staff emerg. assistance station
☐ Emergency lighting

2.1- ARCHITECTURAL REQUIREMENTS

- 5.1.3.11** ☐ Patient toilet room
(2) ☐ 1 for each 8 exam/treatment beds
- 5.1.3.7(2)** ☐ TRAUMA/CARDIAC ROOMS
(a) ☐ Min. 250 sf per patient station
☐ one patient station **or** ☐ more than one patient station
☐ cubicle curtains for privacy
- (e)** ☐ 5'-0" wide doors leading from ambulance entrance
(b) ☐ cabinets, shelves & counter space for writing
(d) ☐ storage for universal precaution attire
- 5.1.3.7(3)** ☐ Provisions for orthopedic & cast work
☐ in separate treatment room **or** ☐ included in trauma room
- (c)** ☐ storage for orthopedic supplies & traction hooks
- 5.1.3.9(4)** ☐ Scrub stations located in or convenient to each trauma & orthopedic room
- 5.1.3.7(4)** ☐ DIAGNOSTIC SERVICE AREAS
☐ Convenient access from ED to radiology & laboratory
- 5.1.3.7(5)** ☐ DECONTAMINATION ROOM
(a) ☐ Outside entry door as far as practical from ambulance & walk-in entrances
☐ Internal door
☐ opens into ED corridor
☐ swings into decontamination room
☐ lockable against access from ED corridor
- (b)** ☐ Min. 80 sf clear floor area

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
☐ Emerg. pull-cord call station
- ☐ 2 OX, 3 VAC, 1 MA per patient station
- ☐ Vent. min. 15 air ch./hr
☐ positive pressure
☐ supply diff. center of ceiling
☐ 2 remote return registers near floor level
- ☐ Exam light
☐ X-ray illuminator
☐ 8 electrical duplex receptacles per patient area
☐ Staff emerg. assistance station
☐ All lighting & electrical receptacles on emergency power
- ☐ Vent. min. 6 air ch./hr
☐ 1 OX, 1 VAC per bed
- ☐ Exam light
☐ X-ray illuminator
☐ 6 elec. duplex recept. per bed
☐ Staff emerg. assistance station
☐ Emergency lighting
- ☐ Scrub sinks
☐ knee or foot controls
or
☐ electronic sensor controls
- ☐ 2 hand-held shower heads with temperature controls
☐ Dedicated holding tank with floor drain
☐ Portable or hard-piped oxygen
☐ Portable vacuum
☐ Vent. min. 10 air ch./hr
☐ negative pressure
☐ separate exhaust system
☐ air exhausted to outdoors
☐ Staff emerg. assistance station
☐ Emergency lighting
☐ Acid resistant fixtures

2.1- ARCHITECTURAL REQUIREMENTS**5.1.3.8(1) AIRBORNE INFECTION ISOLATION ROOM**

- 3.2.2.3** ☐ Single occupancy
- 5.1.3.7(1)** ☐ Min. 120 sf (exclusive of fixed casework)
- ☐ Work counter, writing counter, cabinets
- ☐ Supply storage facilities
- ☐ Vision panel in or adjacent to the door
- 8.2.3.4(3)** ☐ Monolithic ceiling **or** ☐ Washable clipped-down ceiling tiles
- 3.2.2.4(2)** ☐ Door self-closing

5.1.3.8(2) OBSERVATION UNIT

- ☐ Observation cubicle
- A5.1.3.8(2)** ☐ min. 100 sf per patient bed area
- 5.1.3.8(2)** ☐ cubicle curtains for privacy
- (a) ☐ space at each bedside for visitors
- (c) ☐ Toilet room
- ☐ 1 toilet for each 8 observation cubicles or major fraction thereof
- (d) ☐ Shower room (may be combined with toilet room if more than one toilet room is provided)
- ☐ 1 shower for each 16 observation cubicles or major fraction thereof
- (e) ☐ Nourishment station
- ☐ work counter
- ☐ refrigerator
- ☐ storage cabinets
- ☐ equipment for hot nourishment
- (b) ☐ Nurses station

5.1.3.8(3) SECURE HOLDING ROOM

- ☐ check if service not included in department
- ☐ Designed to prevent injury to patients
- (a) ☐ Tamper resistant finishes, light fixtures, ventilation fixtures & sprinklers
- (c) ☐ No sharp corners, edges, or protrusions, and the
- ☐ No wall-mounted accessories
- (d) ☐ Door to secure holding room:
- ☐ outswinging
- ☐ hardware on the exterior side only
- ☐ electric strike tied to fire alarm

MECHANICAL/PLUMBING/ELECTRICAL REQUIREMENTS

- ☐ Handwashing station
- ☐ Mech. ventilation (Table 2.1-2):
- ☐ vent. negative to corridor
- ☐ min. 12 air ch./hr (exhaust)
- ☐ visual monitoring of room pressure & airflow direction
- ☐ 1 OX, 1 VAC, 1 MA per bed
- ☐ Exam light
- ☐ 6 electrical duplex receptacles
- ☐ Staff emerg. assistance station
- ☐ Emergency lighting
- ☐ Handwashing stations
- ☐ 1 for each 4 patient cubicles
- ☐ convenient to nurse station & patient bed areas
- ☐ Vent. min. 6 air ch./hr
- ☐ 1 OX, 1 VAC, 1 MA per bed
- ☐ Exam light
- ☐ 6 elec. duplex recept. per bed
- ☐ Staff emerg. assistance station
- ☐ Nurses call station
- ☐ Emergency lighting
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Emerg. pull-cord call station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Emerg. pull-cord call station
- ☐ Sink
- ☐ Vent. min. 6 air ch./hr
- ☐ No medical gas outlets
- ☐ No electrical outlets

2.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**SUPPORT AREAS

- | | | | | |
|-------------------|-----|---|-----|---|
| 5.1.3.9(1) | ___ | Administrative center or nurses station(s) for staff work & charting (may be combined with reception, communication or poison control stations)
___ counters
___ cabinets
___ medication storage | ___ | Convenient access to handwashing station |
| A5.1.3.9(2) | ___ | <ul style="list-style-type: none"> ▪ Security station/system <ul style="list-style-type: none"> ▪ located for visibility of treatment areas, waiting & entrances ▪ space for hospital security staff, local police officers & monitoring equipment | ___ | <ul style="list-style-type: none"> ▪ Security system on emergency power |
| 5.1.3.9(3) | ___ | Poison control & EMS communications center
<input type="checkbox"/> check if service not included in department (may be part of staff work and charting area) | | |
| 2.3.7 | ___ | <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Clean workroom
___ counter
___ handwashing station
___ storage facilities </div> <div style="flex: 0.1; text-align: center; font-weight: bold;">or</div> <div style="flex: 1;"> Clean supply room
(for holding clean & sterile materials)
___ storage facilities </div> </div> | ___ | Vent. min. 4 air ch./hr
___ Duty station visible call signal |
| 2.3.8.1 | ___ | Soiled workroom
___ work counter
___ space for holding soiled linen & solid waste | ___ | Clinical flushing-rim sink
___ Handwashing station
___ Vent. min. 10 air ch./hr (exhaust)
___ Duty station visible call signal |
| 5.1.3.9(8)
(a) | ___ | Wheelchair/stretchers storage, at entrance
___ out of traffic | | |
| (b) | ___ | Storage space for emergency equipt. (CPR carts, pumps, portable X-ray units, ventilators & patient monitors)
___ under staff control
___ out of traffic | | |
| 5.1.3.9(9) | ___ | Housekeeping room
___ exclusively for emergency service
___ storage for housekeeping equipt. & supplies | ___ | Service sink or floor receptor
___ Vent. min. 10 air ch./hr (exhaust) |
| 5.1.3.10
(1) | ___ | Staff lounge & toilet
___ convenient access
___ private access
___ staff lounge min. 100 sf | | |
| 2.4.3 | ___ | staff toilet room | ___ | Handwashing station |
| | ___ | Secure storage for staff personal items | ___ | Vent. min. 10 air ch./hr (exhaust) |
| 5.1.3.11(1) | ___ | Bereavement room: | | |
| A5.1.3.11(1) | | <ul style="list-style-type: none"> ▪ located for convenient access from emergency treatment corridor & emergency waiting area ▪ comfortable furniture & equipment ▪ soundproofing (floor & ceiling STC 45, walls STC 65) | | |

GENERAL STANDARDS**DETAILS AND FINISHES****Corridors**

▸ New Construction or Renovations for New Inpatient Corridor*

___ Min. corridor width 8'-0" (NFPA 101)

*No waivers accepted

___ Min. staff corridor width 5'-0" (8.2.2.1(1))

___ Fixed & portable equipment does not reduce required corridor width (8.2.2.1(2))

___ Work alcoves include standing space that does not interfere with corridor width (Policy)

☐ check if function not included in department

Ceiling Height (8.2.2.2)

___ Ceiling height min. 7'-10", except:

___ 7'-8" in corridors, toilet rooms, storage rooms

___ sufficient for ceiling mounted equipment

___ 7'-0" AFF in bed/stretcher traffic areas

___ 6'-8" AFF in other areas

Doors (8.2.2.3)

___ All doors are swing-type

___ Doors for stretchers or wheelchairs min. 2'-10" wide

___ Doors to occupiable rooms do not swing into corridors

___ Toilet room doors are outswinging or double-acting

___ Bathing room doors are outswinging or double-acting

___ Emergency access hardware on patient toilet/shower doors

Glazing (8.2.2.7)

___ Safety glazing or no glazing under 60" AFF & within 12" of door jamb

___ Safety glazing (or curtains) in shower & bath enclosures

Handwashing Stations (8.2.2.8)

___ Handwashing sink

___ Soap dispenser

___ Hand drying facilities

Grab Bars (8.2.2.9)

___ Grab bars in all patient toilets & bathing facilities

___ 1½" wall clearance

___ 250 lb. Capacity

Noise Reduction

___ Noise reduction at patient rooms as per Table 2.1-1

Floors

___ Thresholds & exp. joints flush with floor surface (8.2.2.4)

___ Floors easily cleanable & wear-resistant (8.2.3.2)

___ Non-slip floors in wet areas

___ Wet cleaned flooring resists detergents

___ Trauma room floors & wall bases are monolithic & joint-free

Walls (8.2.3.3)

___ Wall finishes are washable

___ Smooth/water-resist. finishes at plumbing fixtures

Ceilings (8.2.3.4)

___ Restricted areas (e.g. trauma rooms)

___ monolithic ceilings

___ Semi-restricted areas (e.g. exam/treatment rooms)

___ monolithic ceilings

or ___ washable ceiling tiles

___ gasketed or clipped-down joints

PLUMBING (10.1)

___ Handwashing sinks

___ hot & cold water

___ anchored to withstand 250 lbs. (8.2.2.8)

___ wrist controls or other hands-free controls at all handwashing sinks (1.6-2.1.3.2)

___ Non-slip walking surface at showers

___ No drainage piping above ceiling in trauma rooms

___ Medical gas outlets provided per Table 2.1-5

MECHANICAL (10.2)

___ Mech. ventilation provided per Table 2.1-2

___ Exhaust fans located at discharge end (10.2.4.3)

___ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes (10.2.4.4)

___ Contaminated exhaust outlets located above roof

___ Ventilation openings at least 3" above floor

___ Central HVAC system filters provided per Table 2.1-3

ELECTRICAL (10.3)

___ Emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110 (10.3.4.1)

___ nurses call system connected to emergency power circuits

___ electronic sink controls connected to emergency power circuits (10.3.6.3)

☐ check if function not included in department

___ Duplex, grounded receptacles max. 50 feet apart in corridors, max. 25 feet from corridor ends (10.3.7.1)